



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO  
ATTENTION OF

ATZT-IG

1 September 2006

MEMORANDUM FOR SOLDIERS AT FORT LEONARD WOOD, MO

SUBJECT: Right of Soldiers to Present Complaints to or Request Assistance from the Inspector General

1. All soldiers have the right to present complaints, grievances, or requests for assistance to the inspector general. These may include what the soldiers reasonably believe evidences fraud, waste, and abuse.
2. Before visiting the inspector general, you should consider whether your concerns can be addressed more quickly and simply by referring them to your chain of command. You do not have to present your concerns to your chain of command before visiting the inspector general. However, you must obtain permission to be absent from your duties if you wish to visit the inspector general during your duty hours. You do not have to tell anyone why you want to speak with an IG.
3. You may visit, call, or write your local inspector general at:

NAME: LTC BRADFORD M.W. COMBS

OFFICE HOURS: 0900-1600 MONDAY, TUESDAY, WEDNESDAY & FRIDAY, THURSDAY CLOSED FOR CASE MAINTENANCE

ADDRESS: BUILDING 315 (3D FLOOR, ROOM 334), MISSOURI AVENUE, FORT LEONARD WOOD

TELEPHONE: 596-0486

4. If you believe your local inspector general's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interest may be jeopardized by contacting your local inspector general, you may write to Headquarters, US Army Training and Doctrine Command, ATTN: ATIG, Fort Monroe, VA 23651-5000. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) hotline. Their telephone numbers are:

DAIG: Toll free: 1-800-752-9747

IG, DOD: Toll free: 1-800-424-9098, Commercial: (703) 693-5080; DSN: 223-5080

5. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the inspector general, or a member of Congress. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the inspector general, a member of Congress, or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the inspector general, you are subject to disciplinary action.
6. Per AR 20-1, paragraph 1-12, the IG has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.

FOR THE COMMANDER:

BRADFORD M.W. COMBS  
LTC, IG  
Inspector General

DISTRIBUTION:

IG-75

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1 September 2006

MEMORANDUM FOR CIVILIAN EMPLOYEES AT FORT LEONARD WOOD, MO

SUBJECT: Right of Civilian Employees to Present Complaints to or Request Assistance from the Inspector General

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the inspector general. These may include what the civilian employee reasonably believes evidences fraud, waste, and abuse.
2. Before visiting the inspector general, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first, or by using one of the procedures in paragraph 3.
3. Civilian Personnel Regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reductions in force, removals, disciplinary measures, and similar actions. If you want to submit this kind of complaint, contact the Civilian Personnel Advisory Center, Building 470, Fort Leonard Wood, Missouri, who will give you information about the pertinent regulations and tell you the procedures to follow. However, if you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaints concerning employment matters by following that procedure. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Employment Opportunity Officer, Building 315, Fort Leonard Wood, Missouri.
4. If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit, call, or write your local inspector general at:  
  
NAME: LTC BRADFORD M.W.COMBS  
OFFICE HOURS: 0900-1600 MONDAY, TUESDAY, WEDNESDAY & FRIDAY, THURSDAY CLOSED FOR CASE MAINTENANCE  
ADDRESS: BUILDING 315 (3D FLOOR, ROOM 334), MISSOURI AVENUE, FORT LEONARD WOOD  
TELEPHONE: 596-0486
5. If you believe your local inspector general's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by contacting your local inspector general, you may write to Headquarters, US Army Training and Doctrine Command, ATTN: ATIG, Fort Monroe, VA 23651-5000. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) Hotline. Their telephone numbers are:  
  
DAIG: Toll free: 1-800-752-9747  
IG, DOD: Toll free: 1-800-424-9098, Commercial: 703-693-5080, DSN: 223-5080
6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in chapter 3, AR 385-10.
7. Per AR 20-1, paragraph 1-12, the IG has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.
8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the inspector general, or a member of Congress. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the inspector general, a member of Congress, or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the inspector general, you are subject to disciplinary action.

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